



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR BETH DELBUONO**

## **NEWINGTON TOWN COUNCIL REGULAR MEETING AGENDA**

**Town Council Chamber, Room 103 – Town Hall  
200 Garfield Street**

**Tuesday, February 22, 2022, 7:00 P.M.**

**This meeting will be presented as a Zoom Webinar/Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>**

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- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)  
(4 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
  - A. Public Comments
  - B. Email Correspondence
- V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
- VI. CONSIDERATION OF OLD BUSINESS
  - A. Health Update – COVID-19
  - B. Anna Reynolds School PBC – Authorization to Bid
  - C. Ordinance Amendment, Chapter 121, Voting Districts
    - 1. Review Revised Proposal Information
    - 2. Schedule Public Hearing
  - D. Initiate Charter Revision Process
    - 1. Create Charter Revision Commission
    - 2. Charge Charter Revision Commission
  - E. Recommended Changes to the Town Council Rules of Procedure
- VII. NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
  - A. Firehouse Subs Foundation Grant Award
  - B. Municipal Solid Waste Disposal Services RFP
  - C. Draft Job Description – Deputy Assessor (A-7)
- VIII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
  - A. Appointments – Various Boards
- IX. REFUNDS (**Action Requested**)
  - A. Approval of February 22, 2022 Refunds for an Overpayment of Taxes
- X. MINUTES OF PREVIOUS MEETINGS
  - A. February 8, 2022 Regular Meeting Minutes
- XI. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER

- XII. COUNCIL LIAISON/COMMITTEE REPORTS
- XIII. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
- XIV. REMARKS BY COUNCILORS
- XV. ADJOURNMENT



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: February 15, 2022  
Re: Health Update – COVID-19

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Keith Chapman, Town Manager, will update the Town Council on the status of the COVID-19 virus and the actions being taken within the municipality.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: February 3, 2022  
Re: Anna Reynolds School PBC – Authorization to Bid

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The Anna Reynolds School Chairman, Stephen Woods, in addition to the Architect, Jennifer Mangiagli, Owner's Project Manager, Marnie Liska and the Construction Manager, Tom DiMauro were present for questions on the project, timeline and costs during the February 8, 2022 meeting. With the necessary review before the Town Council completed, the PBC is requesting that the Town Council approve the final plans, cost estimates, project budget and specifications, and for authorization for them to proceed with the construction of the building project. With the authorization by the Town Council to proceed with construction, the PBC will secure competitive bids for the project, in conformance with the Town Charter, C-815. Once the PBC has received the bids, the Town Council will receive a final project budget. Upon acceptance of the bid, the Council will then need to authorize the Town Manager to execute all necessary contracts to accomplish the construction.

#### Attachment:

- Resolution – Authorization to Proceed with Construction, Anna Reynolds School Project



AGENDA ITEM: VI.B.

DATE: 2/22/2022

RESOLUTION NO.: 2022-

RESOLVED:

Pursuant to Chapter 8, Article X, Section 8-45, Project Building Committees, of the Newington Code of Ordinances; and upon the recommendation of the Anna Reynolds School Project Building Committee, at their meeting of January 20, 2022; the Newington Town Council hereby accepts the plans, specifications, and cost estimates for renovations at Anna Reynolds Middle School and authorizes Keith Chapman, Town Manager or her designee to send the project out to bid.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: February 17, 2022  
Re: Ordinance Amendment, Chapter 121, Voting Districts

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The Registrar of Voters office began their review of the 2020 Census data received from the State of Connecticut. Based on the data, the Town of Newington will now have only to (2) House Districts (20th & 27th), Senate District #9 and will remain in Congressional District #1.

The Town Council received an initial proposal for their review and discussion on January 11, 2022, and a continued discussion during the January 25<sup>th</sup> meeting, prior to taking any action to schedule any required Public Hearing(s). The Newington Town Charter, section C-207, requires that the Town Council determine the number of districts and geographical boundaries, by ordinance. Due to the fact that the Voting Districts are part of the Town Code, which is amended through the Charter process, as outlined in §C-405 and §C-406, the Town Council must first determine the appropriate ordinance language prior to scheduling a Public Hearing.

Attached for your review are the revised maps showing the current voting district as an overlay outline to the proposed realigned districts and the proposed final districts based on the required realignment. The proposed local districts with the 27<sup>th</sup> District would include: District #1, Mortensen Community Center; District #2, Ruth Chaffee Elementary School; and District #4, Elizabeth Green Elementary School; District #5, John Patterson Elementary School and District #7, Martin Kellogg Middle School. The proposed local districts for the 20<sup>th</sup> District would include: District 3, Anna Reynolds Middle School and District 6, John Wallace Middle School

Based on any public comments or Council discussion, the Town Council could choose to schedule a Public Hearing for March 7, 2022 at 7:00 PM. With the Town Manager's Budget Public Hearing scheduled for March 8<sup>th</sup> followed by a Regular meeting, this would give the Councilors time between each meeting to review the public comments prior to any possible action taking place.

A Resolution, with the draft proposed Ordinance language will be included with the February 22, 2022 meeting packet for introduction and scheduling of the Public Hearing. This would:

- 1) To introduce the proposed amended language for the ordinance, and
- 2) To set a Public Hearing date

The Council may discuss and consider whether to approve the ordinance amendment at the Regular Council meeting scheduled for March 8, 2022. If approved, the new voting district lines

would be effective upon adoption by the Town Council, in contrast to our required notification of passage for ordinances of 15 days.

**Attachments:**

- Presentation Outline from Theresa NC Avey & Marie Fox, Re: Amendment to Voting Districts
- Voting District Location Overview Spreadsheet for Amendment to Voting Districts
- 2022 Town of Newington Voting Districts Comparison
- 2022 Town of Newington Proposed Voting Districts
- Proposed Voting District Maps Showing North, Central and South Districts
- Resolution for Introduction and Scheduling Public Hearing for Draft Proposed language, Chapter 121, §121-1 & 2 Voting Districts

The 2020 Census has been completed, based on the information the town has been redistricted to only having two State Assembly Districts, the 20th and 27th, we will remain in the 9th State Senate District. These new state assembly districts were done by the Reapportionment Committee which consists of equal numbers of Democrats and Republicans.

Reapportionment 830 voters from district 1 to district 6

Southside of Robbins Ave. from Maple Hill Ave. to Willard Ave.

Eastside of Maple Hill Ave. from Robbins Ave. to New Britain Ave.

Northside of New Britain Ave. from Willard Ave. to Maple Hill Ave.

Westside of Willard Ave. from Robbins Ave. to New Britain Ave.

Streets that are also affected: Vivian St., Ridgeway St., Johnson St., Stuart St., Fredrick St., Theodore St., Homecrest St., Broadview St., Hillside St., Bayberry Rd., Partridge Dr., Pheasant Run, Laurence Lane, Harris Dr.,

Reapportionment 919 voters from district 5 to district 6

Southside of New Britain Ave. from Church St. to Willard Ave.

Westside of Willard Ave. from New Britain Ave. to Richard St.

Northside of Church St. from Richard St. to Stonehedge Dr.

Northside of Stonehedge Dr.

Streets that are also affected: Old Hatchery Lane, Fleetwood Rd, Strawberry Lane, Cornish Dr., Lincoln Rd., Fox Lane, Turkey Hill Rd., Halleran Dr., Robin Brook Dr., Faith Court, Faith Rd., Pfister Dr., Allston Rd., Rock Hole Lane, Winslow Dr., Pickens Dr.

Swap 425 voters from district 1 to district 2

Southside of Robbins Ave. from Willard Ave. to Main St.

Westside of Main St. from Robbins Ave. to Glenview Dr.

Eastside of Willard Ave. from Glenview Dr. to Robbins Ave.

Northside of Glenview Dr.

Streets that are also affected: Clifford St., Coles Ave., Florence St., Valentine Rd., Valentine Circle, Parker St., Linwood Ave., Basswood St., Lawton Ave.

Swap 885 voters from district 2 to district 1

Northside of Robbins Ave. from Main St. to Berlin Turnpike

Eastside of Main St. from Robbins Ave., to Northwood Rd.

Streets that are also affected: Northwood Rd., Centerwood Rd., Southwood Rd., Goodale Dr., Cheney Lane, Lydall Rd., Longview Dr., Robbins Ext., Wakeley Rd., Ivy Lane, Urban Lane, Forest Dr., Cedarwood Lane, Berlin Turnpike.

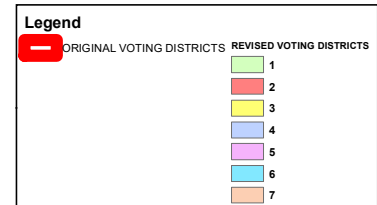
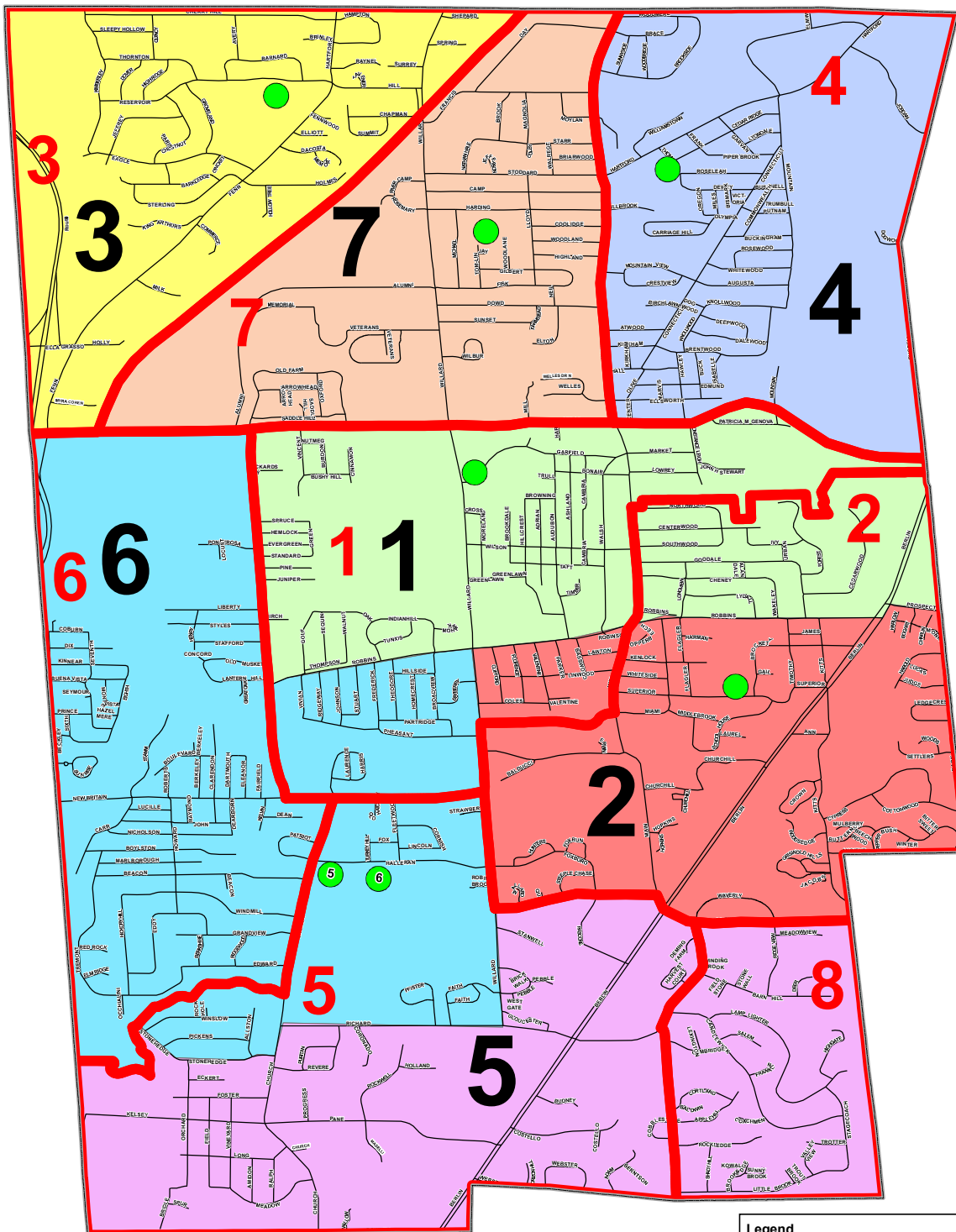
The reason for swapping voters in district 1 and 2 is based on streamlining the districts, lowering number of voters in each district, and to help with the parking issues which have been historically a chronic complaint from our voters.

We will be utilizing greetings at polling locations to make sure voters are at the correct location. As in years past poll workers will continue to car pool, get dropped off and park further from the polling location to accommodate the voters.

We are proposing that a stand-alone Referendum and/or town committee primaries be held at one location determined by the ROV per section 7-9c (warning) General statute, which will be Town Hall. With the current 8 districts a stand-alone referendum or Town committee primary would cost the town in upwards of thirty-four thousand dollars (\$34,000) that isn't currently budgeted. Bethel, Newtown, Torrington, Ellington, Vernon, Wilton, Plymouth, Farmington and Old Saybrook to name a few, all hold these at a location other than normal polling locations. Since 2000, we have had three stand alone Referendums and one Town Committee Primary. Town Committee Primary March 7, 2000 under 500 electors come out to vote, Police Station Referendum January 28, 2003, 22.06% voter turnout, Charter Revision February 24, 2009, 29.92% voter turnout and Town Hall Referendum September 22, 2014, 40% voter turnout.

We will be notifying voters by mail per state statute prior to the selection of delegates for the party conventions March 22 - March 29, 2022. We will also send out a second mailer closer to the November 8, 2022 election. We will also be utilizing our website, Facebook page, news flashes with the new voting districts. We have spoken to Superintendent DeMaio and he said we could use any of the Parks and Recreation events to promote these new voting districts. Superintendent Brummett says we can use school grounds for signs to help promote the changes. If the Water Fall Festival happens this year, the Chamber of Commerce will allow us to have a booth to help promote the changes.

| Current District     | Current Assembly District | Voters as of 12/01/2021 | Reapportionment plus or minus | Reapportionment plus or minus | District swap plus or minus      | District swap plus or minus    | Proposed voters | Proposed District              | New Assembly District | Parking Spots Regular/H andicap |
|----------------------|---------------------------|-------------------------|-------------------------------|-------------------------------|----------------------------------|--------------------------------|-----------------|--------------------------------|-----------------------|---------------------------------|
| 1<br>Town Hall       | 27th                      | 3223                    | minus 830 moved to district 6 |                               | minus 425 moved to district 2    | plus 885 taken from district 2 | 2853            | 1 will vote at Town Hall       | 27th                  | 155/6                           |
| 2<br>Ruth Chaffee    | 27th                      | 4602                    |                               |                               | plus 425 moved from district 1   | minus 885 moved to district 1  | 4142            | 2 will vote at Ruth Chaffee    | 27th                  | 88/5                            |
| 3<br>Anna Reynolds   | 27th                      | 2050                    |                               |                               |                                  |                                | 2050            | 3 will vote at Anna Reynolds   | 20th                  | 84/5                            |
| 4<br>Elizabeth Green | 27th                      | 2439                    |                               |                               |                                  |                                | 2439            | 4 will vote at Elizabeth Green | 27th                  | 72/5                            |
| 5<br>John Wallace    | 24th                      | 2709                    | minus 919 moved to district 6 |                               | plus 1619 all of district 8      |                                | 3406            | 5 will vote at John Paterson   | 27th                  | 68/3 JP                         |
| 6<br>John Paterson   | 27th                      | 2671                    | plus 830 from district 1      | plus 919 from district 5      |                                  |                                | 4420            | 6 will vote at John Wallace    | 20th                  | 184/3 JW                        |
| 7<br>Martin Kellogg  | 27th                      | 2428                    |                               |                               |                                  |                                | 2428            | 7 will vote at Martin Kellogg  | 27th                  | 136/8                           |
| 8<br>John Wallace    | 29th                      | 1619                    |                               |                               | minus 1619 moved into district 5 |                                | 0               |                                |                       |                                 |



### 27th Assembly Districts

District 1: Mortensen Community Center, 200 Garfield Street

District 2: Ruth Chaffee Elementary School, 160 Superior Avenue

District 4: Elizabeth Green Elementary School, 30 Thomas Street

District 5: John Paterson Elementary School, 120 Church Street

District 7: Martin Kellogg Middle School, 155 Harding Avenue

### 20th Assembly Districts

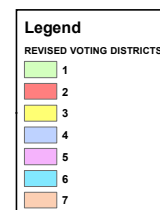
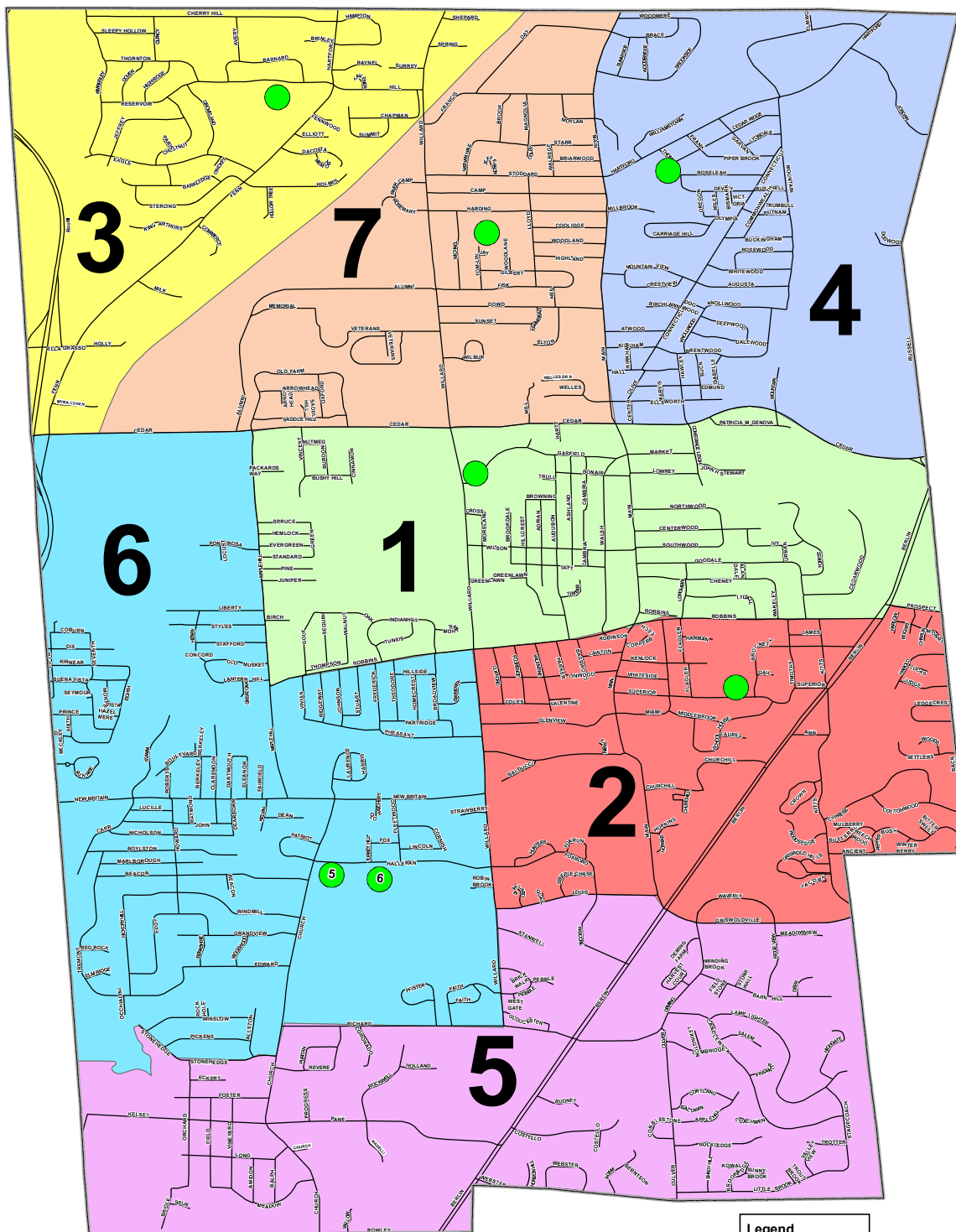
District 3: Anna Reynolds Elementary School, 85 Reservoir Road

District 6: John Wallace Middle School, 71 Halleran Drive

2021  
Town of Newington  
Voting Districts COMPARISON



Map Published 2/2/2022  
Prepared by the Town of Newington  
Information Technology Department GIS Services  
200 Garfield Street, Newington, CT 06111



### 27th Assembly Districts

District 1: Mortensen Community Center, 200 Garfield Street

District 2: Ruth Chaffee Elementary School, 160 Superior Avenue

District 4: Elizabeth Green Elementary School, 30 Thomas Street

District 5: John Paterson Elementary School, 120 Church Street

District 7: Martin Kellogg Middle School, 155 Harding Avenue

### 20th Assembly Districts

District 3: Anna Reynolds Elementary School, 85 Reservoir Road

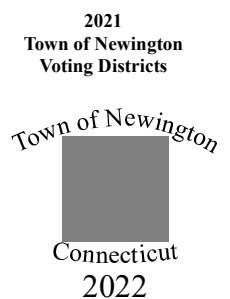
District 6: John Wallace Middle School, 71 Halleran Drive

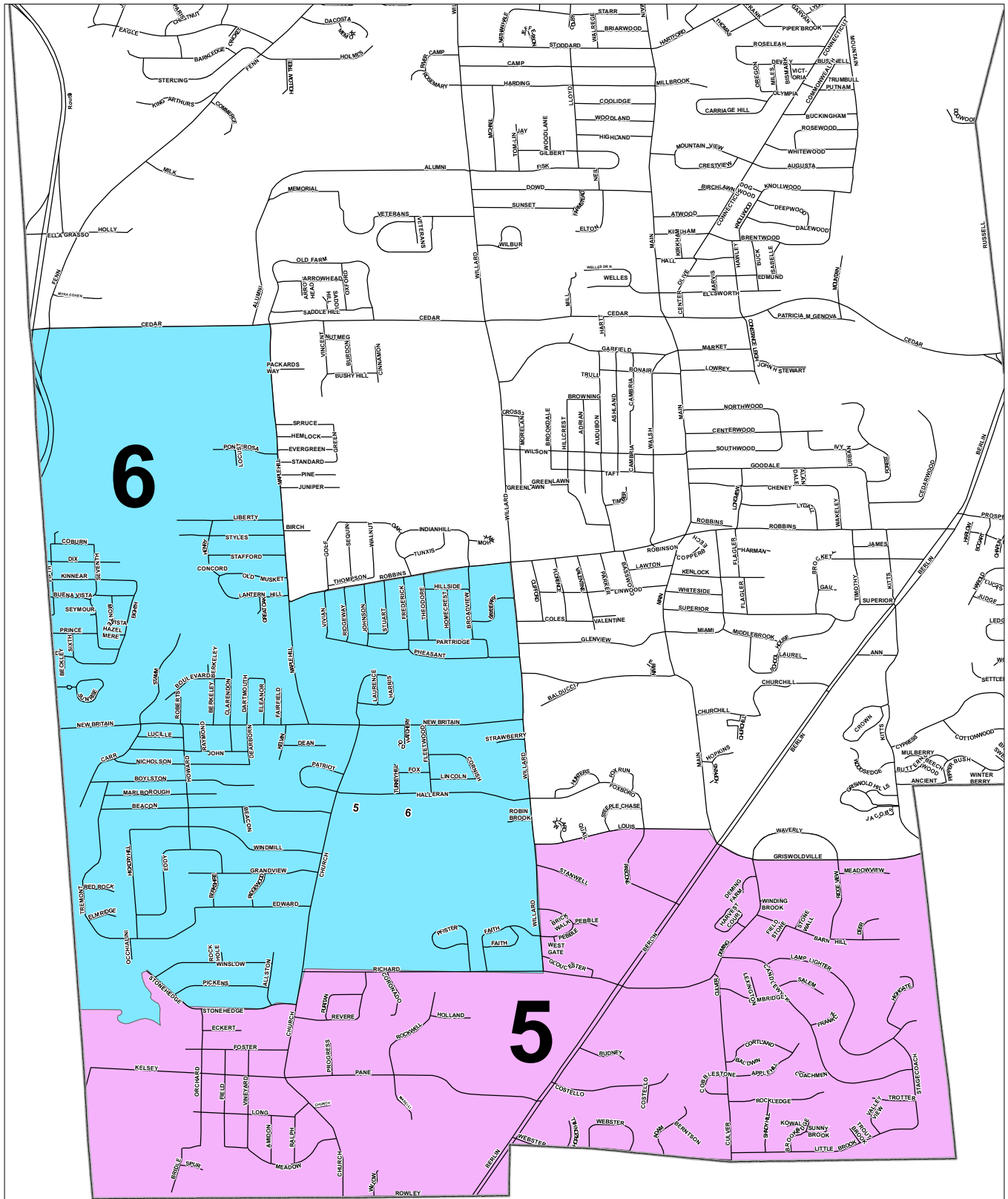
2021  
Town of Newington  
PROPOSED Voting Districts



Map Published 2/2/2022  
Prepared by the Town of Newington  
Information Technology Department GIS Services  
200 Garfield Street, Newington, CT 06111

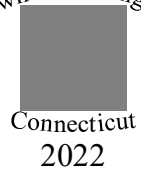




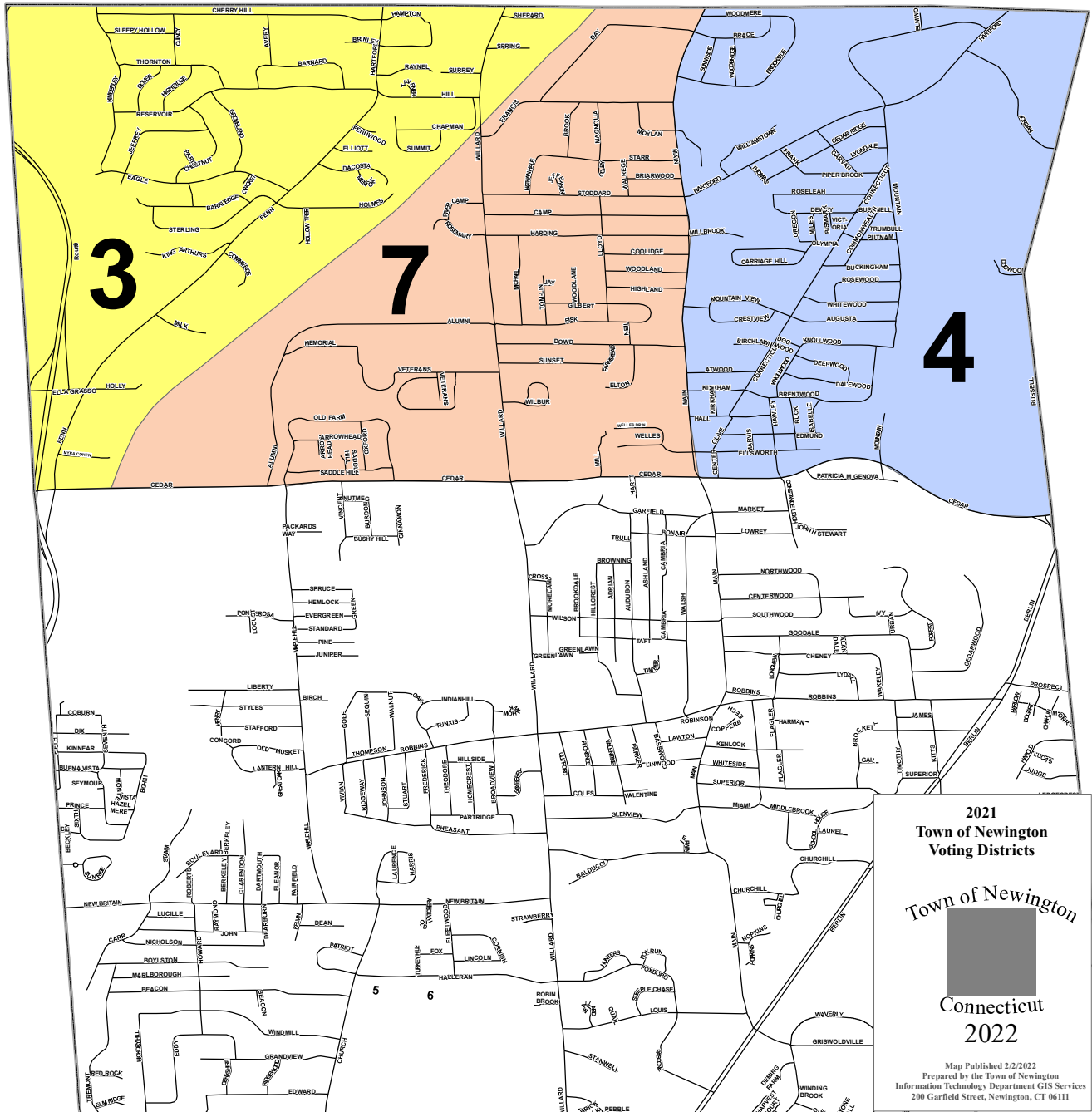


2021  
Town of Newington  
Voting Districts

Town of Newington



Map Published 2/2022  
Prepared by the Town of Newington  
Information Technology Department GIS Services  
200 Garfield Street, Newington, CT 06111



AGENDA ITEM: VI.C

DATE: 2/22/2022

RESOLUTION NO. 2022-

INTRODUCTION,

I hereby introduce for the Town Council's consideration the proposed ordinance amendment to Chapter 121, Voting Districts, a copy of which has been filed with the Clerk of the Council.

Introduced by: \_\_\_\_\_

RESOLVED,

That the Newington Town Council hereby schedules a Public Hearing on March 7, 2022 at 7:00 PM to consider the proposed ordinance amendment, Chapter 121, Voting Districts, a copy of which is attached to this resolution.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

PROPOSED ORDINANCE #2123-01

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEWINGTON THAT:

**Chapter 121, Voting Districts** of the Newington Code of Ordinances is hereby amended:

**Chapter 121**  
**Voting Districts**

**§ 121-1 Districts established.**

The Town shall be divided into seven voting districts, the boundaries of which shall be as shown on the map entitled "2022 Town of Newington Voting Districts," which is appended hereto.

**§ 121-2 Polling places.**

Polling places for the various voting districts will be at the following locations:

District #1 - Mortensen Community Center  
District #2 - Ruth Chaffee Elementary School  
District #3 - Anna Reynolds Middle School  
District #4 - Elizabeth Green Elementary School  
District #5 - John Patterson Elementary School  
District #6 - John Wallace Middle School  
District #7 - Martin Kellogg Middle School

**Attachments:**

[121a Voting Districts](#)

A copy of the proposed ordinance is available in the Town Clerk's Office, 200 Garfield Street, Newington, CT.

Dated at Newington, CT this       day of       , 2022

Attest: James E. Krupienski, CCTC  
Newington Town Clerk



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: February 18, 2022  
Re: Initiate Charter Revision Process

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The Town Council, during the January 25, 2022 Regular meeting, acted to initiate the process of revising the current Town Charter. This evening the Town Council will complete the process of appointing members to the Commission and issuing them a charge of items to review within the current Charter.

Included for your approval this evening are two Resolutions, one to appoint the Commission members and one to issue a review charge to the commission members for items to be reviewed.

#### **Attachment:**

- Resolution – Appointment of Charter Revision Commission Members
- Resolution – Issue the Charge to the Charter Revision Commission

AGENDA ITEM: VI.D1

DATE: 2/22/2022

RESOLUTION NO.: 2022-

RESOLVED:

That the Newington Town Council hereby establishes the 2022 Charter Revision Commission, which shall consist of five members;

**2022 Charter Revision Commission**

5 Members – Term Duration of Charter Revision  
Process

| Name              | Address             | Party | Term                     | Note  |
|-------------------|---------------------|-------|--------------------------|---|
| Joe Harpie        | 36 Baldwin Court    | R     | 2/22/2022-<br>12/31/2050 | Terms will terminate upon filing<br>and acceptance of the final<br>report with the Town Council |
| Anthony Gonsalves | 26 Baldwin Court    | R     | 2/22/2022-<br>12/31/2050 | Terms will terminate upon filing<br>and acceptance of the final<br>report with the Town Council |
| Nancy Cappello    | 66 Pepper Bush Lane | R     | 2/22/2022-<br>12/31/2050 | Terms will terminate upon filing<br>and acceptance of the final<br>report with the Town Council |
| Chris Miner       | 119 Revere Drive    | D     | 2/22/2022-<br>12/31/2050 | Terms will terminate upon filing<br>and acceptance of the final<br>report with the Town Council |
| Kevin Borrup      | 16 Broadview Street | D     | 2/22/2022-<br>12/31/2050 | Terms will terminate upon filing<br>and acceptance of the final<br>report with the Town Council |

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM VI.D2

DATE: 2/22/2022

RESOLUTION NO. 2022 -

**RESOLVED:**

**WHEREAS**, the Town of Newington, as a municipal corporation, has the power, pursuant to Connecticut General Statutes Section 7 -190 to appoint a Commission for the purpose of amending the Town of Newington Charter;

**WHEREAS**, the Newington Town Council has approved the initiation of action for the amendment and revision of the Newington Town Charter pursuant to Connecticut General Statutes Section 7 -188 by way of Resolution Number 2022-18, dated January 25, 2022; and appointed members to that Commission, by action taken prior to this Resolution, pursuant to Connecticut General Statutes Section 7-188;

**BE IT RESOLVED:**

That said Commission is hereby charged with reviewing the current Town of Newington Charter for any inconsistencies with current standards in the State of Connecticut and for any inconsistencies that may currently exist with the State of Connecticut Constitution and /or with any Connecticut General Statutes. The Commission is further charged to consider the following additional revisions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**BE IT FURTHER RESOLVED:**

The Commission is hereby charged to holding at least two public hearings on proposed amendments and revisions to the Town of Newington Charter, one of said public hearings will be held at the beginning of the process, prior to any substantive work of said Commission. A second public hearing is to be held after a draft report has been completed but not submitted to the Newington Town Council.

**BE IT FURTHER RESOLVED:**

The Commission is hereby charged to prepare and provide to the Newington Town Council a Draft Report of recommended amendments and revisions to the Town of Newington Charter on or before \_\_\_\_\_.



**BE IT FURTHER RESOLVED:**

The Commission, should it receive recommendations for changes to its draft report from the Newington Town Council, shall provide to the Newington Town Council a Final Report within thirty days after receiving said recommendations.

**BE IT FURTHER RESOLVED:**

The Commission shall terminate upon either acceptance or rejection of the final report by the Newington Town Council.

**BE IT FURTHER RESOLVED:**

The Commission, in carrying out its duties, shall follow the procedures and requirements as set forth in Connecticut General Statutes Sections 7 -187 through 7 -193.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: February 15, 2022  
Re: Town Council Rules Subcommittee Recommendations

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The Town Council Rules Subcommittee met on January 24, 2022 presented the recommended changes to the current Council Rules of Procedure, during the February 8, 2022 Regular Meeting.

During the last meeting, it was recommended by Council Budrejko to include language that would indicate that when a letter or email is supplied, it would constitute the individuals first opportunity to address the Town Council. That proposed language has been included in the final version in §10 Public Participation, second line.

A Resolution to adopt the Town Council Rules of Procedures, as may be amended during discussion, is included for your adoption.

#### **Attachments:**

- Draft – Town Council Rules of Procedure
- Resolution – Adoption of Town Council Rules of Procedure

AGENDA ITEM: VI.E

DATE: 2/22/2022

RESOLUTION NO. 2022-

**RESOLVED:**

**WHEREAS**, the Newington Town Council amends its Rules of Procedure on an as-needed basis; and

**WHEREAS**, the Town Council Rules of Procedure document was last amended on February 11, 2020.

**NOW THEREFORE BE IT RESOLVED**, that the Newington Town Council hereby amends its Rules of Procedure as indicated on the attached document.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



## **TOWN COUNCIL RULES OF PROCEDURE**

*ADOPTED*

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**§1. Adoption of standards.**

The Town Council adopts Roberts Rules of Order as a general guide for the conduct of all regular and special meetings.

**§2. General**

The following sections of the Town Charter are hereby incorporated into these rules:

§ C-403. Organization.

§ C-404. Procedures.

§ C-405. Introduction of ordinances.

§ C-406. Public hearings and passage of ordinance.

§ C-805. Duties of the council on the budget

§ C-906. Conflict of Interest.

These rules may be amended or suspended by a majority vote of the full Council.

**§3. Town Manager**

The Town Manager shall attend all meetings of the Council unless his/her absence is excused in advance by the Mayor or his/her designee.

**§4. Regular Meeting.**

Regular meetings of the Town Council shall be held in the Town Hall and/or virtually at 7:00 p.m. on each second and fourth Tuesday of each month unless otherwise determined by majority vote of the full Council.

**§5. Quorum.**

The presence of five members shall constitute a quorum, and no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by less than five affirmative votes. **(Charter, Section §-404)**

**§6. Placement of items on agenda.**

A member of the Town Council will have an item placed on the next agenda or future agenda by contacting the Town Manager, Majority or Minority Leader of the Town Council or one of their designees prior to the agenda setting meeting.

**§7. Inclusion of items on agenda.**

When possible, the agenda along with relevant resource material will be distributed to the Town Council members three (3) business days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting. Except in emergency or unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than 9:00 p.m., or two hours after the beginning of the meeting, whichever is earlier. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

**§8. Special Meeting.**

Special Meetings may be called by three (3) or more Council members upon written request, or by the Mayor, or the Town Manager. The agenda of any special meeting must state all business to be considered and must be posted on the website, in the Town Clerk's Office and made available not less than twenty-four (24) hours before the time of the meeting. No matter shall be considered at a special meeting that is not included on the agenda. Public Participation shall be limited to those subjects listed on the agenda.

## **§9. Order of Meeting Agenda.**

Where possible, the order of the agenda at all Meetings shall be as follows:

- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Awards/Proclamations
- Presentations
- Public Participation
- Remarks by Councilors on Public Participation
- Consideration of Old Business
- Resignations/Appointments
- Tax Refunds
- Minutes of Previous Meetings
- Consideration of New Business
- Written/Oral Communications from the Town Manager, other Town Agencies and Officials, other Governmental Agencies and Officials
- Council Liaison/Committee Reports
- Public Participation
- Remarks by Councilors
- Informational Items
- Adjournment

When a board, commission, organization or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible. Where possible, all other items of a routine nature, such as communications, committee reports, etc., shall be placed in the final portion of the agenda.

## **§10. Public participation.**

The public shall be provided two (2) opportunities to participate in each Town Council meeting. Letters or emails, supplied prior to the deadline, shall be considered the individuals first opportunity to speak, and shall be attached to the minutes of that meeting. One opportunity shall appear on the agenda immediately prior to Remarks by Councilors on Public Participation, and one opportunity shall appear on the agenda following the Council Liaison / Committee Reports. A telephone line/Virtual meeting link shall be provided for members of the public to utilize during each public participation opportunity, subject to the same rules indicated below.

Public Participation may pertain to an agenda item or any subject of interest, welfare or concern to the Town (except at Special Meetings). Each speaker shall limit his or her remarks to three (3) minutes at the first public participation and three (3) minutes during the second, and shall be heard only once during each Public Participation. This time restriction may be enforced by use of a timing device. If a speaker exceeds the time limitation, the chair shall notify the speaker and allow 30 seconds for summation. The chair, at his/her discretion, may grant the speaker additional time.

Any citizen so speaking shall identify himself/herself by name and address, and if he/she is representing a group or organization, he/she may so state. The Chair, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion.

Written communications, either by letter or by email, ([TownCouncil@newingtonct.gov](mailto:TownCouncil@newingtonct.gov)) must adhere to the same requirements as other public participation. The letter or email shall identify the author by name and address, and if he/she is representing a group or organization. To ensure inclusion in the

council's public participation section of the meeting minutes, written communication must be received no later than 24 hours prior to the day of the meeting.

Should an individual Councilor receive an email directly they should forward it to the email address listed above, no later than 24 hours prior to the date of the meeting. If a Councilor receives an email 24 hours before the day of the meeting, but was unable to forward before the deadline, they should do so as soon as possible. Such emails should also be forwarded to each individual Councilor.

All letters and emails received prior to the 24 hours deadline will be acknowledged by reading the author's name and address into the record. Councilors will be provided with copies of all letters and emails received and they will have an opportunity to review the submitted letters and emails. The letters and emails in their entirety will become part of the official record.

#### **§11. Voting.**

No vote shall be taken on an agenda item under "Consideration of New Business." In an emergency or unusual circumstance, this Rule may be waived by a 2/3 vote of the Council members present and voting. In this instance, Public Participation shall be added prior to a Council vote on a New Business item.

- Read Motion to Waive and Take Action on
- Read Main Motion
- Allow for Public Participation on Main Motion
- Vote on Main Motion

No ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than five (5) affirmative votes. (**Charter, Section § C-404**)

A voice vote shall be sufficient on all matters unless a roll call vote is required by the Charter or requested by a Council member. The roll call shall be in alphabetical order by Councilor's last name and the Mayor shall be the last name called. When voting in a virtual format, all members cameras and microphones shall be active while voting.

#### **§12. Time Limitation.**

No consideration of any agenda item, which may include a vote being taken, shall commence after 10:30 p.m. except public participation, Executive Session and adjournment. This Rule may be waived by a 2/3 vote of the Council members present and voting, prior to 10:30 p.m. It is the Town Council's objective to complete meetings by 11:00 p.m. when possible.

#### **§13. Executive Session.**

The Town Council may enter executive session as permitted by Connecticut General Statutes. The motion must state the reason for the executive session, and all those who will be in attendance. When a Councilor attends an Executive Session virtually, they shall ensure that they are located in a private location for the entire session.

#### **§14. Councilor Expectations**

As Town Councilors are elected to represent Newington, they are expected to maintain a sense of decorum while at meetings. They are urged to put their cell phones on mute and not access them while at meetings. When a member attends virtually, their camera shall be active at all times, and their microphones shall be active when recognized by the Chair to speak.

*The rules adopted by the preceding Council shall be the rules of the newly elected Council until the adoption of permanent rules (Charter, Section § C-403).*



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: February 18, 2022  
Re: Firehouse Subs Foundation Grant Award

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The Newington Fire Department, with the assistance of Sonya Richmond, the Grantwriter for the Town, has been awarded a Firehouse Sub Grant in the amount of \$47,155.00. These funds will be utilized for extrication tools for the department consisting of a Hurst Cutter, Combi Tool, Ram, Strong Arm Kit & Accessories. Should it be necessary, the Town Council may approve a Resolution to accept the awarded Grant as outlined above , during a future meeting.





Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (On behalf of Keith Chapman, Town Manager)  
Date: February 17, 2022  
Re: Municipal Solid Waste Disposal Services RFP

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The Town's of Newington, Wethersfield and Rocky Hill issued a Joint RFP due to the transition of the MIRA Waste-to-Energy Facility to a Solid Waste Transfer Station. There were six (6) bidders consisting of seven (7) proposals. The Towns met to review the submissions on February 18<sup>th</sup>, and expect to schedule interviews shortly. Once a selection has been made, a resolution to authorize the Town Manager to execute any contract materials will be presented to you for approval.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

James E. Krupinski CCTC  
Town Clerk

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: February 16, 2022  
Re: Job Description – Deputy Assessor (A-7)

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The Draft Job description for the Deputy Assessor (A-7), is revised from the previously approved Job Description included within the Classification and Pay Plan.

This job description is being revised to update and expand job responsibilities of the position.

Also included is the current job description for the position. I am requesting that the Town Council approve the updated job description, as presented.

After review, if the Town Council is in favor of the proposed changes, a Resolution will be placed on an upcoming meeting for adoption.

### **Attachments:**

- Draft Job Description – Deputy Assessor (A-7)
- Current Job Description – Deputy Assessor (A-7)

## **TOWN OF NEWINGTON**

**TITLE:** Deputy Assessor

**GRADE:** A-7

**DEPARTMENT:** Finance

**COUNCIL ADOPTED:** DRAFT

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### **POSITION DESCRIPTION**

Under the general administrative supervision and direction of the Town Assessor, this position will be responsible for technical, clerical and supervisory duties. Most duties require independent judgment as well as thorough knowledge and compliance with the appropriate laws of the State of Connecticut. This position oversees other professional staff.

### **ESSENTIAL JOB FUNCTIONS**

- Assumes responsibility of the office in the absence of the Assessor.
- Assists clerical/technical staff with assessment administration issues, acts as the office manager.
- Plans and organizes day to day activities with the Assessor.
- Maintains updated information concerning real estate, personal property & motor vehicle Grand List.
- Responsible for assessing the valuation of all residential real estate property, including inspections and appraisals of new buildings, additions and improvements according to recognized appraisal standards.
- Responsible for the initial valuation of all registered motor vehicles in the Town by pricing all unpriced vehicles as received bi-annually by the Connecticut Department of Motor Vehicles.
- Responsible for the maintenance and application of all personal exemptions of real estate and motor vehicle assessments.
- Assists members of the public in applying for tax exemptions and enters tax exemption information into assessment information systems.
- Responsible for the coordination of state and local Elderly Tax Relief programs, which provides tax relief to eligible low-income elderly taxpayers.
- Responds to questions and concerns of the general public involving assessments and matters relating to assessing.
- Interacts closely with the Tax Collector's Office.
- Required to complete training and professional development to be current with trends.
- Assists other department and town staff as needed to promote a team effort and serve the public.

### **ADDITIONAL JOB FUNCTIONS**

- Performs related tasks as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of all aspects of property tax assessment practices and procedures.
- Thorough knowledge of the laws of the State of Connecticut governing property assessment.
- Strong analytical skills including the ability to analyze and interpret complex assessment data.
- Ability to use computer applications and software, including electronic spreadsheets, for analyzing assessment data.
- Ability to access and process information contained in assessment database records.
- Considerable knowledge of the principles and practices of public administration as applied to Deputy Town Assessor function.
- Ability to train, organize, supervise and evaluate work of employees consistent with the Town's quality service goals and development of cost-effective, customer-friendly service delivery.
- Ability to objectively analyze factors which may influence the value of property.
- Ability to monitor new issues, laws and techniques appropriate to Deputy Town Assessor functions and responsibilities.
- Ability to understand municipal operations and budgetary impacts.
- Knowledge of and ability to interpret and apply all current Federal, State and local laws, ordinances, departmental policies, procedure and rules and regulations governing responsibilities related to municipal government programs and operations within jurisdiction of department.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, the media and the general public.
- Ability to clearly express oneself orally and in writing.
- Ability to work effectively with other employees, superiors and the general public in person and via the telephone.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions, and interaction with the public, specifically disgruntled or unhappy taxpayers during collection time.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to attend and participate in numerous night meetings during the year.
- Ability to move within Town buildings and facilities and work continuously for extended periods of time.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to apply new information, technology and legislation applicable to departmental activities.
- Ability to work in office setting subject to continuous interruptions, background noises, heavy traffic flow and heavy work volume expectations and perform outside inspections which may include exposure to fluctuations in temperature and seasonal weather including wetness and humidity.
- Ability to get into and out of an automobile.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually quiet in the office, while moderate when in the field.

## **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree in Business Administration, Finance, Economics or a related field; and a minimum of four (4) years of experience including supervisory experience which provides a demonstrated ability to perform the functions of the position; and three years of progressively responsible property appraisal experience; or
- Combination of training and experience which provides a demonstrated ability to perform the duties of the position.

## **LICENSE OR CERTIFICATE:**

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Connecticut Certified Municipal Assessor I designation, preferred CCMA II

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

## Title: Deputy Assessor

**Position Summary:** Provides technical and administrative assistance to the Assessor in the valuation of real and personal property; performs increasingly responsible field investigations and inspections required to properly evaluate property; supervises technical and clerical staff; and collects and processes information to establish the town grand list and related taxable property information.

**Description of Duties:**

Receives written or oral instruction from Assessor. Plans and organizes work according to established or standard office procedures. Prioritizes work within work assignment. Allocates work to technical and clerical staff. Develops, prepares, and tabulates technical information involved in the assessment of real and personal property on the Grand List of the Town. Performs lead work in the preparation of data and maintenance of assessment cards, files, and other documents. Oversees the revision of records relating to taxpayers addresses and property ownership. Enters and retrieves assessment information in an electronic filing system by computer terminal. Coordinates computer application reviews with Data Processing Director to effect improvements and to upgrade technology as needed. Inspects sites of new construction, renovations, additions and demolitions; inspects, measures and collects all assessment information on buildings. Tabulates information gathered with absolute accuracy. Performs sales verifications. Oversees the preparation of special reports and summaries such as sales ratios, etc. Performs technical review of personal property tax forms and assists the Assessor in personal property inspections and obtains current value of motor vehicles, furniture, fixtures, machinery, and equipment. Assumes responsibility of office in absence of Assessor. Serves as liaison with outside contractors working on revaluation. Performs administrative tasks as assigned. Assists the Assessor in administering the elderly tax relief programs. Assists elderly and other persons in completing tax exemption forms. Prepares statistical and narrative reports as assigned. Provides information to lawyers, land-searchers, bank officials and the general public. Observes strict confidentiality in maintaining restricted files and records. Reports work accomplished to the Assessor.

**Supervised By:**

Receives general supervision from the Assessor.

**Qualifications Profile:**

The skills and knowledge required would generally be acquired with an Associate's degree in Business, Accounting, or some closely related field; and three years of increasingly responsible experience in real and personal property appraisal work, including at least one year in the assessment of real and personal property. Knowledge of the principles and practices of property evaluation and assessment. Knowledge of assessment law, assessment methods, and appraisal techniques. Ability to interpret assessment law. Ability to utilize data processing applications pertaining to assessment methods. Ability to deal effectively with members of the public, attorneys, real estate developers and construction personnel. Some knowledge of accounting, office procedures, and the use of business machines. Ability to do involved mathematical computations and ability to express oneself clearly and concisely, orally and in writing. Ability to work with others and to deal courteously and effectively with the public.

**License or Certificate:**

Connecticut motor vehicle operator's license.

**Note:** The above tasks and responsibilities are illustrative. The description does not include every task or responsibility.

AGENDA ITEM: VIII.A

DATE: 2/22/2022

RESOLUTION NO.: 2022-

RESOLVED:

That the Newington Town Council here by makes the following appointment(s):

**Development Commission**

9 Members, 3 Alternates

3-year term - staggered

Party Max.: 6 members, 2 alternates

| Name                      | Address          | Party | Term                      |                                    |
|---------------------------|------------------|-------|---------------------------|------------------------------------|
| Hyman Braverman<br>Member | 39 Churchill Way | D     | 2/22/2022 –<br>11/30/2023 | Vacancy, Resignation<br>of R Rioux |

**Town Plan & Zoning Commission**

7 Members, 3 Alternates

Party Max: 5 Regular, 2 Alternates

4 Year Term

| Name                                  | Address               | Party | Term                      |                                       |
|---------------------------------------|-----------------------|-------|---------------------------|---------------------------------------|
| Stew Drozd<br>Alternate               | 74 Glenview Drive     | R     | 2/22/2022 –<br>11/30/2023 | Vacancy, Resignation<br>of B Haggerty |
| Gia Georgette Pascarelli<br>Alternate | 62 Welles Drive North | D     | 2/22/2022 –<br>11/30/2025 | DeFacto Term of H<br>Braverman        |

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: IX.A

DATE: 2/22/2022

RESOLUTION NO. 2022-

RESOLVED:

That property tax refunds in the amount of \$ 31,768.06 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

**TAX REFUNDS – February 22<sup>nd</sup>, 2022**

|  |             |
|--|-------------|
| Acar Leasing LTD<br>Po Box 1990<br>Fort Worth, TX 76101  | \$ 131.56   |
| EAN Holdings LLC<br>Enterprise Rent A Car<br>8 Ella Grasso Tpke<br>Windsor Locks, CT 06096             | \$ 4,815.53 |
| EAN Holdings LLC<br>Enterprise Rent A Car<br>8 Ella Grasso Tpke<br>Windsor Locks, CT 06096             | \$ 5,424.52 |
| EAN Holdings LLC<br>Enterprise Rent A Car<br>8 Ella Grasso Tpke<br>Windsor Locks, CT 06096             | \$ 4,657.21 |
| EAN Holdings LLC<br>Enterprise Rent A Car<br>8 Ella Grasso Tpke<br>Windsor Locks, CT 06096             | \$ 5,282.42 |
| EAN Holdings LLC<br>Enterprise Rent A Car<br>8 Ella Grasso Tpke<br>Windsor Locks, CT 06096             | \$ 4,166.87 |
| EAN Holdings LLC<br>Enterprise Rent A Car<br>8 Ella Grasso Tpke<br>Windsor Locks, CT 06096             | \$ 6,121.89 |
| Gomes, Luis<br>189 Kimberley Rd<br>Newington, CT 06111   | \$ 158.15   |
| Mercedes-Benz Financial Sevices<br>Lease Tax Support<br>14372 Heritage Parkway<br>Fort Worth, TX 76177 | \$ 361.86   |
| Owczarski, Adam<br>38 Johnson St<br>Newington, CT 06111  | \$ 34.46    |
| Palazzolo, Thomas<br>46 Cobblestone Ct<br>Newington, CT 06111  | \$ 22.90    |
| Sabatelli, Giuseppe<br>164 Hillcrest Ave<br>Newington, CT 06111  | \$ 95.66    |
| Sweden, David<br>55 Sunset Rd<br>Newington, CT 06111   | \$ 36.68    |



|  |                    |
|--|--------------------|
| Walsh, Jay<br>57 Clarendon Terr<br>Newington, CT 06111 | \$ 458.35          |
|  |                    |
|  |                    |
|  |                    |
|  |                    |
| <b>TOTAL</b>   | <b>\$31,768.06</b> |